

xx Month 1966

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Memorandums Submitted to the Director for Action,
Information, or Recommendations for Approval

1. This exhibit illustrates a memorandum sent to the Director, (Deputy Director, or Executive Director) for action, information, or for approval of recommendations. The memorandum will be prepared on plain bond paper and the first paragraph should contain an appropriate sentence similar to the following:

a. "This memorandum is for information only; particular reference is made to paragraphs ____ and ____."

b. "This memorandum suggests action on the part of the Director (Deputy Director or Executive Director). Such action is requested in paragraph ____."

c. "This memorandum contains a recommendation for your approval; the recommendation is contained in paragraph ____."

d. "This memorandum transmits correspondence for the signature of the Director (Deputy Director or Executive Director) It is felt this correspondence is required because" (IN one or two short paragraphs explain the purpose for the correspondence).

e. "This memorandum contains background information for the Director (Deputy Director or Executive Director) in connection with _____ (a meeting, appointment, telephone conversation, or other areas of interest.)

2. Some memorandums will require ^{the} concurrence of the appropriate Deputy Director and/or other officials. The originating officer is responsible for ensuring that all coordination has been done before submitting the memorandum to the Office of the Director. The correct assembly of the file and the proper classification of the correspondence are also the responsibility of the originating office.

3. If the memorandum is for internal use only, the concurrences and distribution will be shown on the original and all copies. When a memorandum is submitted for action or approval, the original and all copies should go forward to the office of the signer, except for a holdback copy for the originator, if desired. Generally, the

original will be returned to the originating or action office, through the appropriate Deputy Director and other concurring officials if necessary.

4. The holdback copy should be retained until the dated and stamped file copies are returned.

EMMETT E. EDWARDS
Director of Personnel

Attachment

CONCURRENCES:

Chief, Management Staff _____ Date

Deputy Director for Support _____ Date

* The recommendation contained in paragraph ____ is approved: _____
Date

Director

Distribution:

Orig - DCI and return to DP
1 - DCI
1 - ER w/attachment
1 - DDS w/ attachment
1 - C/MS w/ attachment
x - as directed.